



A G E N D A

ALAMEDA COUNTY

CIVIL SERVICE COMMISSION

WEDNESDAY, MAY 20, 2020, 4:00 P.M.
BY VIRTUAL TELECONFERENCE ONLY

PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER N-29-20, ISSUED ON MARCH 17, 2020, THIS MEETING WILL BE HELD BY TELECONFERENCE ONLY. NO PHYSICAL LOCATION WILL BE AVAILABLE FOR TELECONFERENCE MEETINGS. YOU MAY OBSERVE THE MEETING BY JOINING THE LIVE STREAMING AT <https://zoom.us/j/97120522656>. WRITTEN PUBLIC COMMENT MAY BE SUBMITTED BY E-MAIL TO Nina.Hinton3@acgov.org PRIOR TO THE BEGINNING OF THE MEETING. SPOKEN PUBLIC COMMENT WILL BE ACCEPTED THROUGH THE TELECONFERENCE MEETING. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND BROWN ACT, THOSE REQUIRING ACCOMODATIONS FOR THE MEETING SHOULD NOTIFY THE COMMISSION SECRETARY AT (510) 272-6435 OR Nina.Hinton3@acgov.org AT LEAST 24 HOURS PRIOR TO THE MEETING. TELECONFERENCE GUIDELINES: MEMBERS OF THE PUBLIC MAY OBSERVE AND PARTICIPATE IN MEETINGS BY FOLLOWING THE INSTRUCTIONS IN THE TELECONFERENCE GUIDELINES POSTED ON-LINE AT <http://www.acgov.org/hrs/csc/calendar.htm>.

Commissioner Arlene Lum, President
Commissioner Barbara Luna, Vice-President
Commissioner Dan Chang
Commissioner Ross Peterson

Joe Angelo, Secretary to
Civil Service Commission
Andrea Weddle, Chief Assistant County Counsel

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| I. CALL TO ORDER | |
| II. APPROVE THE MINUTES OF MAY 6, 2020 AS MAILED. | |
| III. PUBLIC COMMENTS: | |
| IV. APPROVE CONSENT MATTERS - Pages 2 - 4 | |
| V. COMMUNICATION(S) | |
| VI. APPEALS (Non-Disciplinary Matters) | |
| VII. CLOSED SESSION | |
| 1. <u>Conference with Legal Counsel - Potential Litigation</u> : Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9 | |
| VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION: | |
| IX. CIVIL SERVICE COMMISSION'S OR DIRECTOR'S REMARKS: | |
| X. ADJOURNMENT | |

IV. CONSENT MATTERS	
A. <u>Reinstatement Request(s)</u>	
None.	
B. <u>Voluntary Demotions</u>	
1. Laurel Poff, Deputy Sheriff's Recruit to Sheriff's Technician, Sheriff's Office	
C. <u>Examination Actions – for CSC Meeting of May 20, 2020</u>	
Open-Assembled Examinations	
Order on 4/28/20	1. Deputy Agricultural Commissioner/Sealer of Weights and Measures, LDF 5/22/20.
Order on 4/29/20	2. Logistics Services Manager, LDF 5/26/20.
Order on 5/4/20	3. Legal Secretary, LDF 5/29/20.
Order on 5/15/20	4. Building Inspector I, LDF 6/12/20.
Continuous Examinations	
Re-open on 5/1/20	5. Institutional Supervisor II, LDF 5/26/20.
Re-open on 5/1/20	6. Deputy Sheriff's Recruit, LDF 5/26/20.
Re-open on 5/5/20	7. Deputy Sheriff I (POST Graduate), LDF 6/5/20.
Re-open on 5/5/20	8. Deputy Sheriff II (Lateral), LDF 6/5/20.
Extend Eligible List	9. Supervising Clerk II, 18-1139-01 terminate on 2/8/21.
Miscellaneous	<p>10. Extend the last day for filing for Senior Therapist, exam #19-5865-01 from 4/24/20 to 5/22/20.</p> <p>11. Extend the last day for filing for Program Specialist (Registered Dietitian & Certified Diabetes Educator), exam #20-0305-02 from 4/27/20 to 5/28/20.</p> <p>12. Extend the last day for filing for Fire Public Affairs Manager, exam #20-8133-01 from 5/11/20 to 5/26/20.</p> <p>13. Extend the last day for filing for Safety Officer, exam #20-2117-01 from 5/4/20 to 5/29/20.</p> <p>14. Extend the last day for filing for Financial Services Specialist I, exam #20-0213-01 from 5/11/20 to 6/5/20.</p> <p>15. Extend the last day for filing for Deputy Chief Probation Officer, exam #20-6124-01 from 5/4/20 to 5/22/20.</p>

IV. CONSENT MATTERS	
Miscellaneous cont'd	16. Extend the last day for filing for Information Systems Specialist, exam #20-0416-01 from 5/11/20 to 6/1/20.
D. <u>Eligible Lists</u>	
Create, Approve and Order Promulgated:	
1. Contract Compliance Officer, exam #19-0481-01.	
E. <u>Classification Recommendations</u>	
Department:	Regarding:
Child Support Services	<ol style="list-style-type: none"> 1. Reallocate one position of 1406, Child Support Supervisor II, to 0206, Management Analyst (20-35027). 2. Reallocate one position of 1402, Child Support Specialist II to 0206, Management Analyst (20-35115).
Health Care Services Agency	<ol style="list-style-type: none"> 3. Reallocate one position of 1128, Specialist Clerk I, to 1142, Administrative Assistant (20-34903). 4. Reallocate one position of 0217, Financial Services Officer, to 0216, Supervising Financial Services Specialist (20-35026).
Zone 7	<ol style="list-style-type: none"> 5. Allocate one position of 4956, Procurement and Contract Supervisor, Zone 7 (20-35001). 6. Reallocate one position of 4976, Maintenance Manager, Zone 7, to 4998, Maintenance and Construction Supervisor, Zone 7 (20-35052). 7. Reallocate one position of 4916, Office Assistant, Zone 7, to 4960, Retired Annuitant, Zone 7 (20-35113). 8. Reallocate one position of 4925, Account Clerk, Zone 7, to 4960, Retired Annuitant, Zone 7 (20-35114).
F. <u>Specialty Designations</u>	
Department:	Regarding:
Health Care Services Agency	<ol style="list-style-type: none"> 1. Approve the specialty designation for position #310327, job code 0305P, Program Specialist (Project), (MCAH Specialty), effective 5/31/20. 2. Approve the specialty designation for position #403281, job code 6927, Program Services Coordinator, (Homeless Program Specialty), effective 5/31/20.

IV. CONSENT MATTERS	
F. Specialty Designations Cont'd	
Probation Department	<ol style="list-style-type: none"> 3. Remove the specialty designation for position #302720, job code 6216, Juvenile Institutional Officer (Male Only Specialty), effective 5/31/20. 4. Remove the specialty designation for position #302726, job code 6216, Juvenile Institutional Officer (Female Only Specialty), effective 5/31/20. 5. Remove the specialty designation for position #302757, job code 6216, Juvenile Institutional Officer (Male Only Specialty), effective 5/31/20. 6. Remove the specialty designation for position #302892, job code 6216, Juvenile Institutional Officer (Female Only Specialty), effective 5/31/20.
G. <u>Classification Specifications</u>	
Unrepresented Confidential Management, Zone 7	<ol style="list-style-type: none"> 1. Adopt the revised and retitled classification of 4909, from Human Resources Officer II, Zone 7, to Human Resources Analyst, Zone 7.
Unrepresented Confidential Management, Zone 7	<ol style="list-style-type: none"> 2. Recommend the Board of Supervisors establish the classification of 4919, Human Resource Manager, Zone 7.
SEIU 1021	<ol style="list-style-type: none"> 3. Recommend the Board of Supervisors establish the classification of 8178N, Registered Veterinary Technician SAN (Services As Needed), and adopt the classification specification.
Unrepresented Non-Management	<ol style="list-style-type: none"> 4. Adopt the Revised classification specification for 8751N, Sheriff's Service Cadet SAN (Services As Needed).